



Downtown Camas Association Technology Grant Program

INTRODUCTION & INSTRUCTIONS

The Downtown Camas Technology Grant is offered by the Downtown Camas Association (DCA), an accredited WA Main Street community. **This program is offered to downtown businesses who desire to invest in e-commerce solutions to improve operations and accessibility.** The DCA, along with their other downtown revitalization and historic preservation efforts, works to promote economic vitality and business strength in our historic downtown core.

The Technology Grant program is a matching reimbursement grant program managed by the DCA Economic Vitality Committee, whose role is to provide guidance for business recruitment, retention and resources to increase the viability and functionality of the downtown commercial district.

A. Who is eligible?

1. Owner(s) of a brick and mortar business in the downtown district. Each business is eligible for up to 50% match of e-commerce solutions costs, to a maximum of \$1,000 total grant funds.
2. Business must be located within the official Downtown Camas Main Street Program Area: from Adams St. to Franklin St; from 3rd Avenue to 6th Avenue.

B. What is eligible?

Eligible expenses may include, but are not limited to:

- New website
- Significant enhancements to website
- PayPal/Venmo/Square set-up for web-based software
- Shopping cart software
- Point of Sale systems

C. What would not be eligible?

Ineligible expenses would include, but are not limited to: social media boosts/ads; Google or other online ads or services; computers, laptops or non-POS iPads; marketing software.

Any software programs should support brick and mortar operations. We will not fund applications that move business strictly online.

D. What grant funds are available?

1. Each year grant funds available will vary based on the yearly budget. As a result, the number of grants will vary from year to year.
2. Preference will be given to businesses that have not yet received a Technology Grant.

E. When will grants be available?

The grant program application period opens April 1st and **the deadline to submit is May 31st**. Further applications may be accepted if funding is still available. Grants will begin to be awarded once the application deadline has past, review is completed and DCA Board has given approval. Applicants will be notified of the outcome of their application by **June 15th**.

F. Completion Guidelines:

1. The applicant must agree to complete the technology investment in a timely manner, therefore projects submitted should be ready to execute. DCA Board approval of an application qualifies the investment for re-imburement.
2. The upgrade/investment must be completed within 120 days of acceptance of the application by the DCA Board unless a time extension is approved. If the work will run past 120 days, the applicant must submit for a time extension in writing to the Grant Committee. If the applicant cannot ensure timely use of the funds, the committee may rescind the grant for that cycle. The applicant may choose to apply again in the future. This grant offering is not to be construed as a blanket offer of funds for any other project.
3. Only new expenses are eligible for funding; technology investments completed before the application is submitted will not be funded.

G. What is the application process?

1. Submit Grant Application to info@downtowncamas.com or mail to DCA, PO Box 1034, Camas, WA 98607.
2. Grant Committee reviews all applications. The committee may ask questions of the applicant and/or request that the applicant submit a revised application for review. Grant Committee presents recommendations to DCA Board.
4. The DCA Board makes final decision for award of grants. Grant applicants are notified of the grant awards.
5. A reimbursement check equal to 50% of the approved expenses (not to exceed \$1,000) addressed to the applicant(s) on the grant application form will be presented in person (or mailed if required) within 7 days after completion of investment.

Need more information?

- *Contact the DCA at 360-216-7378 or by e-mail at info@downtowncamas.com*



Technology Grant Program Application

1. Name of Applicant: _____

2. Business Name: _____

3. Mailing Address: _____

4. Physical Address: _____

5. Phone Number: _____

6. E-mail: _____

7. Amount of funding requested (not to exceed \$1,000): _____

8. Please describe the technology investment/project for which you are seeking grant funding (be sure to explain your challenge and opportunity, and how this grant will help enhance your business):

9. What is the proposed technology investment/project implementation timeline? _____

10. Estimated cost (attach estimates): _____

11. Grants will be awarded for amounts up to \$1000. Are you able to cover any additional expenses? YES _____ NO _____

12. Have you received a Technology Grant in the past? YES _____ NO _____

If yes, when did you receive it and what was it for? _____

I certify that the above information is correct to the best of my knowledge and that the requested grant funds will be used only for purposes described in this application.

Printed Name of Applicant: _____

Signature of Applicant: _____

Date: _____